



DELEGATE HANDBOOK

SMIS MUN ' 24

ENGAGE . EMPOWER . EVOLVE



For over four years, SMISMUN has aimed to bring together people with diverse perspectives and ideologies, helping them become responsible and engaged members of society. Featuring eight committees, the 5th edition of the SMISMUN conference is set to host delegates from all over Hyderabad.

GENERAL RULES

Participation of Non-Members: Only individuals who are official members of the council may address the committee. Any external participants, such as guest speakers or faculty advisors, must receive prior authorisation from the Executive Board before being granted speaking privileges.

Statements by the Secretariat: The Secretary-General and other members of the Secretariat possess the authority to share information or statements with the committee in both written and verbal formats as required by the committee's proceedings.

General Powers of the Committee Staff: The Executive Board holds the responsibility for commencing and adjourning committee sessions. They are empowered to suggest procedural actions that do not provoke substantial disagreement among committee members. Furthermore, the executive board is tasked with managing the overall conduct of meetings, including moderating discussions, determining who may speak, posing questions, announcing decisions, and making judgments on relevant matters. To ensure adherence to established rules, the executive board has the authority to delegate specific duties to other staff members or individuals designated by the chairperson. All committee staff, including the executive board, are subject to these rules and are accountable to the Secretariat for their actions.



RULES OF PROCEDURE

ROLL CALL:

At the start of each conference day, delegates must indicate their attendance status for the committee sessions. They have two options:

Present: Delegates can attend meetings and vote for, against, or abstain during important votes.

Present and Voting: Delegates must attend meetings and can only vote for or against during crucial votes. Once a delegate chooses this option, they cannot change it for the remainder of the conference.

A delegate may switch from "Present" to "Present and Voting" on subsequent days, but not vice versa. The voting choices a delegate makes will impact their ability to vote on specific proposals later in the conference.

MOTIONS:

A proposal made by a delegate to push the committee towards a specified direction, which will be voted upon by the committee.

1. Motion to Set the Agenda: Raised by a delegate when the floor is opened by the Executive Board to place the agenda as the topic to be discussed in committee. Verbatim example: "The delegate of the United States of America would like to raise a motion to set the agenda as (the agenda for the committee)".

2. Motion to Open the General Speaker's List (GSL): Raised by a delegate to open formal debate and enter the GSL so that the Executive Board can recognise speakers for the list. Verbatim example: "The delegate of the Russian Federation would like to raise a motion to open the General Speaker's List" OR "The delegate of the Russian Federation would like to raise a motion to open formal debate".



3. Motion for a Moderated Caucus: This motion allows a delegate to propose moving the debate into a moderated caucus focused on a specific subtopic under the agenda. During a moderated caucus, delegates discuss the subtopic with a specific speaking time allocated to each delegate.

The delegate proposing the caucus can choose to speak first or last.

The motion requires a simple majority vote to pass. Verbatim example: "The delegate of the Commonwealth of Australia would like to raise a motion to suspend formal debate and formal debate and enter a moderated caucus for a time period of X minutes and an individual speaker time of Y seconds, discussing the topic Z. Note: The total time and the individual speakers' time must be perfectly divisible into an integer.

4. Motion for an Unmoderated Caucus: Delegates can raise this motion to transition the debate into an unmoderated caucus. In an unmoderated caucus, formal speaking times are suspended, and delegates engage in informal discussions, networking, and collaboration. The delegate proposing the motion needs to specify the total time for the unmoderated caucus, and a simple majority vote is required for it to pass. Verbatim example: "The delegate of the Republic of India would like to raise a motion to suspend formal debate and enter an unmoderated caucus for a total time of X minutes."

5. Motion to Introduce Draft Resolution: This motion is raised by a delegate once a draft resolution has been submitted and received by the Chairs. If the motion passes, the sponsors or the submitter of the draft resolution are given the opportunity to introduce the resolution and briefly speak about it. Other delegates can then request to speak on the resolution. The motion requires a simple majority vote to pass. Verbatim example: "The delegate of the French Republic would like to raise a motion to discuss Draft Resolution 1.0/2.0, etc."



6. Motion to Introduce Unfriendly Amendments: When an unfriendly amendment is submitted and received by the Chairs, a delegate can raise this motion to introduce the amendment for debate. The delegate raising the motion should specify which amendment they want to introduce.

After sufficient debate, another delegate can raise a motion to move into voting procedure for the amendment.

This motion requires a two-thirds majority vote to pass. Verbatim example: “The delegate of the Islamic Republic of Iran would like to raise a motion to introduce an unfriendly amendment”.

7. Motion to Move into Voting Procedure: A delegate can propose a direct move into the voting process for substantial documents. A simple majority is required for approval. Verbatim example: “The delegate of the United Kingdom of Great Britain and Northern Ireland would like to raise a motion to move into voting procedure for resolutions/working papers.”

8. Motion to Adjourn Debate (or Meeting): A delegate can suggest ending the current debate or meeting until the next session. This can be approved by a simple majority or at the Chairs' discretion. Verbatim example: “The delegate of the Republic of Finland would like to raise a motion to adjourn debate (and break into snacks/lunch)”.

9. Motion to Close Debate (on debated item): When a delegate wants to conclude discussion on a particular item like an unfriendly amendment or draft resolution, this motion can be raised, leading to an immediate voting process. A two-thirds majority is needed due to its significant impact. Verbatim example: “The delegate of the People’s Republic of China would like to raise a motion to close debate on the unfriendly amendment/draft resolution.”

10. Motion to Suspend Debate: Delegates can propose a suspension of all committee activities for the remainder of the conference/committee. This motion is typically raised towards the end of the final session or when all topics have been adequately debated and addressed. Approval requires a simple majority. Verbatim example: “The delegate of the Kingdom of Thailand would like to raise a motion to suspend debate (for the remainder of the committee session)”.



11. Motion to Appeal: A delegate has the right to challenge any procedural decision made by the Chair, except those explicitly exempted by the rules. A challenge must be raised immediately after the decision is announced. The delegate will have 30 seconds to explain the rationale for the challenge.

The Chair can briefly defend the ruling. The challenge will then be voted upon, and the Chair's decision remains unless a two-thirds majority votes to overrule it. Verbatim example: "The delegate of the Republic of Singapore would like to raise a motion to appeal against (XYZ procedural decision)".

TYPES OF DEBATE

- 1. General Speaker's List (GSL):** A speech on a country's general stance on the agenda, as well as its previous doings in the context of the agenda and related methods of moving ahead with the issue
- 2. Moderated caucus:** A speech on a specific aspect of the agenda (refer to motions on how to raise a moderated caucus)
- 3. Unmoderated caucus:** an informal discussion between delegates where they can move around and lobby with other delegates on how to move ahead with the committee

POINTS

- 1. Point of personal privilege:** in case a delegate is uncomfortable e.g. A/C is too cold, etc. A delegate does not need to raise this to step outside of committee for a phone call or restroom break
- 2. Point of parliamentary inquiry:** to be raised when a delegate is unfamiliar with committee proceedings e.g. how many speakers are left in a moderated caucus, how a motion is raised, etc.
- 3. Point of information:** if a delegate that has made a speech yields their time to points of information, the chair will ask for delegates that wish to ask questions to raise their placards for a point of information.



4. **Point of order:** to be raised by a delegate on another delegate when a factual inaccuracy has been made. The delegate that has made the factual inaccuracy is to be quoted and the correct statistic/fact is to be stated afterward.

YIELDS

Note: Yields only apply during the functioning of the General Speaker's List. There is no need for a delegate to yield their time during a moderated caucus, and hence the idea of yields is scrapped in any form of informal debate (moderated and unmoderated caucuses).

1. Yielding to the Chair: If a delegate wants to conclude their speaking time and give the remaining time back to the chair, they can express this by saying, "The delegate of Islamic Republic of Pakistan would like to yield the remaining time to the chair."

2. Yielding to Another Delegate: After completing their speech, a delegate can choose to give their remaining time to another delegate. However, this cannot be passed on to a third delegate. The delegate who is yielding their time can state, "The delegate from Burkina Faso would like to yield the remaining time to the delegation of People's Republic of China."

3. Yielding for Questions: Delegates have the option to use their remaining time to answer Points of Parliamentary Inquiry related to their speech. Only the time taken to address these questions will be counted towards their speaking time. To do this, delegates can raise their placards, wait to be recognized by the chair, and then direct their questions to the chair. They can say, "The delegate from the Russian Federation would like to yield the remaining time for points of information."



PROCEDURAL AND SUBSTANTIAL VOTING

Procedural Voting: Procedural voting is voting on motions, which means that under no circumstances can a delegate abstain from voting. During motions, all delegates are either expected to vote for or against the motion. In case a delegate or group of delegates are found to be abstaining from voting, the Executive Board will run voting once again to ensure that all delegates present in committee have voted.

Substantial Voting: Substantial voting includes voting on resolutions or working papers. Depending on the stance (Present/Present and Voting) chosen by the delegate, they will be able to vote for, against, and can abstain from voting on the document. Check the section on the roll call (under Rules of Procedure) for information on how stances chosen during the roll call determine the options available to a delegate for voting.

DRESS CODE

Day One (August 24th) - Western Business Formals

Day Two (August 25th) - Traditionals/Western Business Formals

Day Three (August 26th) - Western Business Formals

We encourage delegates to dress professionally to create a respectful and formal atmosphere for the conference. As a general rule, we require that delegates dress in a suit jacket, slacks or skirts, dress shirt, formal dresses, and dress shoes on Day 1 (24th August) and Day 3 (26th August). Please ensure that all dresses and skirts are at least knee-length.

On Day 2 (25th August), delegates may wear ethnic clothing. After the end of all committee sessions for the day, you may change into casual attire before the proceedings of the Social Night. This casual attire should also be school-appropriate. Sharp attire will help project confidence and make a great impression on fellow delegates and staff.



To maintain a professional and respectful environment, we kindly ask all delegates and IP members to adhere to the dress code. Should anyone need assistance to comply with the dress code, we are here to help.

RESEARCH

Research is essential for effective involvement in Model United Nations (MUN) conferences, ensuring well-informed and productive committee sessions.

Tips for Effective Research: Understand your country's stance and the assigned topic. Use a variety of sources to gain a comprehensive perspective. Assess the credibility, accuracy, and bias of each source. Keep organized notes for easy reference during debates. Make use of academic journals, books, and official government publications.

DECORUM ON CAMPUS

SMISMUN is dedicated to fostering a respectful and inclusive environment on the conferencing platform. Delegates must adhere to the following guidelines:

Respect and Sensitivity: Delegates must demonstrate utmost sensitivity and avoid making derogatory comments related to race, gender, sexual orientation, religion, age, origin, or disability. Valuing diversity and respecting differences will lead to a better understanding of global perspectives.

Thoughtful Language: Delegates should use constructive language and avoid offensive terms during discussions to enhance the quality of debates and create a positive experience.

Privacy: Delegates should seek consent before taking photos of fellow participants to respect personal boundaries and create a trustworthy conference environment.



Originality and Research Ethics: Plagiarism is not allowed. Delegates must give proper credit and avoid using others' work or online content without attribution. Embracing original thought and ethical research boosts credibility.

Safe Environment: Delegates must refrain from inappropriate behavior, offensive actions, or unwelcome advances, including those of a sexual nature, to ensure a safe and respectful space.

Professional Behavior: Alcohol consumption and any signs of intoxication are prohibited during committee sessions. Maintaining a clear and focused mindset exemplifies dedication to the conference's goals.

By adhering to these guidelines, delegates contribute to a conference that embodies SMISMUN's values of respect, inclusivity, academic rigor, and global understanding.

Only through collective commitment can we achieve the enriching experience that SMISMUN aims to provide.

Please refer to the Code of Conduct on the SMISMUN website (<https://smismun.in>) for the conference for further information on the consequences of breaching the above mentioned rules for decorum.

